



MIAMI BEACH

Announcement of Open Position
For Current City of Miami Beach Employees Only

DISPATCHER TRAINEE POLICE DEPARTMENT

\$1,560.07 BI-WEEKLY SALARY

Open: 08/24/2009 8:30 AM

Close: 09/10/2009 5:00 PM

NATURE OF WORK

This is work in a trainee capacity in advanced telecommunications work of considerable complexity in City of Miami Beach Public Safety Communications Unit (PSCU), operating radio transmitting equipment and other automated systems to dispatch and communicate with mobile public safety and other units and agencies. Work involves becoming proficient in all Dispatcher functions including, but not limited to, relaying orders and information to and from public safety and other personnel, utilizing central communications network, and operating base station radio receiver-transmitter. Employee will become increasingly more responsible for the accurate, rapid, and effective evaluation and processing of a variety of police, fire/rescue, and other related incidents and dispatching personnel and equipment in a variety of critical situations involving preservation of life and property. Prompt and highly accurate reactions are required under stressful and emergency circumstances. Employees must maintain high degree of concentration and recall details of several events occurring simultaneously.

MINIMUM REQUIREMENTS

Type 25 correct w.p.m. Work variable shifts including nights, weekends, and holidays. Ability to work in a fast paced and stressful environment

EXAMINATION

PART I - Typing Test. NOTE: You must pass Part I -Typing Test to qualify for Part II -Written Test.

Time of Typing Test: Administered at the time of application

Place of Typing Test: Human Resources Department
1700 Convention Center Dr., 3rd Floor

PART II - Written Test. May include data comparison, English usage, vocabulary, spelling, following instructions, math, filing, coding and supervision.

Time of Written Test: Friday, September 11, 2009; 2:00 p.m.

Place of Written Test: Human Resources Conference Room, City Hall,
3rd Floor

This position represented by: C.W.A. (Communications Workers of America)

TO APPLY

**Please fill out and submit an application IN PERSON
Monday through Thursday 8:30 a.m. to 5:00 p.m. (EXCLUDING HOLIDAYS)**

MIAMI BEACH CITY HALL
Human Resources Department, 3rd Floor
1700 Convention Center Drive
Miami Beach, FL 33139

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one year from the closing date of recruitment.

CLASS NO: 8014

UC NO: **09-CO-2-506**

EOE/AA/ADA/VET PREF

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.